

CSC Adopted: October 2001 , CSC Revised: _____**Class Title: Zoning Enforcement Specialist I****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Investigates properties to ensure that land use is in compliance with zoning regulations. Gathers data, conducts research, and enters permit information into the system. Provides information and assistance as requested.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	L	Enforces zoning ordinances by conducting field investigations in response to complaints, gathering information, verifying flood zone, zoning allowances, and planning information, and documenting the findings.
2	L	Performs administrative duties by inputting permit information, obtaining clearance for permits, compiling information for court cases, preparing violation documentation and photos, responding to questions via email, and scheduling meetings, investigations, and appointments.

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CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with six months/one year of advanced study or training past the high school equivalency. Junior college, vocational, business, technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	One year experience in investigations or appraisals.
Certifications and Other Requirements	Valid Driver's License, Special Police Commission
Reading	Work requires the ability to read legal documents, maps, surveys, letters and code books.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division as well as basic geometry.
Writing	Work requires the ability to write letters, violation and summons forms and case documents.
Managerial	N/A
Budget Responsibility	N/A
Supervisory / Organizational Control	Job has no responsibility for the direction or supervision of others.
Complexity	Work requires analysis and judgment in accomplishing diversified duties. Work requires the exercise of independent thinking within the limits of policies, standards, and precedents.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

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OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Copier, fax machine, filing, on site property for field inspections
Sitting	F	Computer, desk work, answering telephone, driving
Walking	F	Inter-office, to/from field location, to/from counter, to/from meetings
Lifting	O	Office supplies, case files, map books, code books, two-way radio, briefcase, maps, clipboard, research materials, objects at properties
Carrying	F	Office supplies, case files, map books, code books, two-way radio, briefcase, maps, clipboard, research materials, objects at properties
Pushing/Pulling	R	Doors, drawers, maps
Reaching	O	Research material files
Handling	C	Office supplies, case files, map books, code books, two-way radio, briefcase, maps, clipboard, research materials, objects at properties
Fine Dexterity	F	Computer keyboard, calculator, writing, photography
Kneeling	F	Observations, investigations, inspections
Crouching	F	Observations, investigations, inspections
Crawling	O	Looking under homes or in tight spaces
Bending	F	To look over rails, to see under objects, fences
Twisting	R	In tight spaces
Climbing	O	Over retaining walls
Balancing	O	Piers that have broken, bulk heads
Vision	C	Computer, desk work, writing, reading, filing, driving, observations, investigations, inspections
Hearing	C	Communicating with personnel and general public, meetings, on telephone
Talking	C	Communicating with personnel and general public, meetings, on telephone
Foot Controls	F	Driving
Other (specify)	N	

CSC Adopted: **October 2001** , CSC Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Two-way radio, beeper, telephone, cellular telephone, clip board, camera, computer, printers, copy machine, HTZ, Word, TPX, calculators, Standard Microsoft Windows and Office software

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS		PRIMARY WORK LOCATION	
Mechanical Hazards	D	Dirt and Dust	D	Office Environment	X
Chemical Hazards	W	Extreme Temperatures	D	Warehouse	--
Electrical Hazards	W	Noise and Vibration	W	Shop	--
Fire Hazards	W	Fumes and Odors	W	Vehicle	X
Explosives	M	Wetness/Humidity	D	Outdoors	X
Communicable Diseases	N	Darkness or Poor Lighting	M	Other (see 2 below)	X
Physical Danger or Abuse	W				
Other (see 1 below)	N				

(1)

(2) Various field locations

PROTECTIVE EQUIPMENT REQUIRED:

Sunglasses, winter coat, rain gear

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	F
Other (see 3 below)	N

(3)